

Everett Public Schools Employee Benefit Trust
Employee Wellness Program Strategic Plan - Proposed
2017-2018

2016-2017 Current Programming	Current KPI/Goal	2017-2018 Programming - Proposed	Evaluation Method	Updated KPI/Goal	Future Recommendations/Notes
Programming and Activities					
Health Fair (fall)	Conduct annual health and benefits fair for employees and their families to attend	Health Fair (fall) Combine with open-enrollment for maximum participation	Participation rate Survey	Conduct annual health and benefits fair for employees and their families to attend	Continue to offer onsite Health Fair and provide health services/screenings for employees
Flu Vaccine Clinics (fall)	Conduct annual fall flu vaccine clinics for employees and their families to attend	Flu Vaccine Clinics (fall)	Participation rates # of clinics offered	Conduct annual fall flu vaccine clinics for employees and their families to attend	Continue to offer free onsite flu vaccine clinics by using vendor that bills through insurance
Mobile Mammography – Mammography	First year implementation at CRC 100% appointments filled 19 participants UHC Breast Cancer Screening Data - Ages 40-49 = 37.8% - Ages 50-74 = 50.0%	Mobile Mammography (fall) Provide a convenient way for employees to get their annual screenings	Sign-ups and completion rates	To get 100% of available appointments scheduled.	Continue to provide this program for employees as long as participation is high enough
Walktober	Increase number registered by 5-10% from previous year’s registration 2016 = 584 Increase number of participants who record 30 minutes of activity or more for 20 days by 5-10% 2016 = 398	Walktober OR another Health Enhancement Systems program – “Feel Like a Million” Recommend new program for fall to increase participation	Participation data End of program survey	Maintain 25-30% participation Increase number of participants who record 30 minutes of activity or more for 20 days by 5-10%	Continue to offer Walktober or other fall physical activity campaign that offers a fun opportunity to work as teams/foster camaraderie, and that support increasing or maintaining physical activity behaviors
Golden Barbell Award Challenges	First year, 1 challenge completed 12 sites participated >500 individuals participated	Provide quarterly, district wide challenges	Participation data	Increase participation by 5-10% each year	Create challenges that will promote participation and competition within the district
Mindfulness Class (All Year)	Offer stress management classes throughout the year at most district sites 18 classes scheduled – 7 completed 30 participated 32 no-show/dropped	Will not continue mindfulness classes at this frequency due to low participation			Continue to promote/educate on stress management through other health education and possible vendors
Massage	Provide massage therapist to CRC employees	Expand to all sites that are interested Cost to be covered by employee	Employee feedback	Employee feedback Number of sites participating	Promote to all sites so that they may provide massage therapist to their employees
Onsite Fitness Classes	Establish fitness classes at all sites interested in holding them	Maintain current onsite fitness class opportunities and expand offerings, increase participation (cardio, tai chi)	Number of established classes Number of participants	Increase employees participation for classes by 15% at each site	Continue to expand class offerings to more locations and types of classes, increase promotion and awareness of classes
Stress Management	No current programs specific for stress reduction at this time	Providing programing/training to district staff for stress reduction using vendors and education programs	Number of programs Number of participants		No recommendations until after next year programming to evaluate effectiveness of programing

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Resources and Benefits					
Local Fitness Center Discounts	Maintain gym membership discounts	Expand beyond fitness centers to include other health and recreational providers in the region	Number of opportunities listed	Maintain gym membership discounts and expand to include other opportunities	Continue to expand to other health and wellness related services and community opportunities
EAP	Promote and increase use by 10%	Continue to link and promote service	Annual survey of all employees EAP utilization	Awareness of services – promote year round	Monitor usage Create awareness benchmark with baseline data from annual survey
Alere “Quit for Life”	Promote the benefits of the program district wide	Increase promotion of service availability	Utilization report from Alere	Awareness of service	Monitor utilization
Weight Watchers at Work	No goal set for 2016-2017 502.6 lbs. lost 5 people lost 5% of body weight 5 lost 10% of body weight 1 person reached goal weight	Continue to offer Weight Watchers or other weight management class at various district locations. Increase participation rate by 10% Increase awareness of program	# of classes offered # of enrollees per series Feedback from class participants	Maintain class offerings	Look for opportunities to expand enrollment and/or ways to offer additional disease management programs such as the CDC Pre-Diabetes program with the YMCA
Wellness Webpage	Maintain webpage for employees	Continue to use webpage as a great place for employees to use as a resource for all programs and other supportive wellness needs	Click through data	Increase views of webpage by 25%	Continue to use webpage as the best resource for ESP employees for their wellness needs. Post informative/useful information for employees
Prevention	Promote preventive care and benefits	Continue to promote preventive care throughout the year, and provide on-site screenings	Use carriers data for preventive care utilization rates – including dental	Increase preventive care utilizations by 15% for cancer screenings and dental	Continue to promote the benefits of preventive care for all district employees. Increase utilization rates by 15% each year

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Advocacy, Awareness and Support					
Onsite Meetings: SLT, Maintenance/Grounds, Custodians	Increase presence of Wellness Coordinator and/or Employee Wellness focus (agenda item) at SLT and Principal Meetings	Onsite Meetings: SLT, Maintenance/Grounds, CRC Operations, Office Managers, Principal Meetings, Other Staff Meetings	Frequency of attendance and/or listed as agenda item	Continue presence of Wellness Coordinator and/or Employee Wellness focus (agenda item) at SLT and Principal Meetings	Continue to have wellness as a presence at staff meetings and trainings consistently throughout the year
Wellness Teams	Wellness Teams of 2-12 members established on a volunteer basis each school year. Provide a small stipend (\$500.00) available to teams for wellness programming at their locations.	Wellness Teams – expand engagement with restructuring of Wellness Grant Dollar/Scorecard Continue to provide small stipend (\$300.00 - \$500.00) available to teams for wellness programming and environment changes at their locations.	# Wellness Team Membership *With restructuring of Wellness Grant Dollars Program/Scorecard: needs assessment, site evaluation, pre/post evaluation of implemented initiatives	Maintain Wellness Team membership across district locations and establish teams where needed. Ask principals to promote teams Meet with 20% of teams quarterly and touch in regularly with all teams via email Work with teams on environment changes	Recruit schools to participate in site evaluation and work with the principals and wellness teams to implement recommendations from onsite assessment for changing culture, environment and policy at the school level
Site Support – Principal and Wellness Team Update, administrator participation and support in promoting program activities	Promote Wellness Program activities throughout the year Increase leadership/administrative participation: 50% of school principals and ass. Principals promote and encourage engagement of programs.	Site Support – additional outreach to site/department support (HRA, Food Service, Transportation, etc.) to encourage administrator modeling/support for staff Maintain Principal monthly support for newsletters	Participation counts from programming Frequency of Wellness Updates for Principals Observations/feedback Site assessments	Superintendent and cabinet engage with the Wellness Program actively promoting it Increase leadership/administrative participation by 25% Meet with each school at least once per year: admin and principal and/or VP’s	Interview leadership to assess how to support them Work with Wellness Teams for wellness programming specific to their location/needs Continue to work with administrators for support at each site
Communications – webpage, Wellness announcements, Wellness Wednesday, emails, flyers	Submit/write articles about health related topics for distribution in newsletters, district communications, Facebook and wellness website	Communications –streamline communications so they are more effective without overwhelming people with emails	Execution of communications plan – frequency, type, clicks	Submit/write articles and content about health related topics and programs and delivery all communications as outlined	Continue to expand and explore new communication avenues, e.g. utilize social media Establish wellness boards at all locations for information
Health Education Campaigns	Provide timely health education campaigns that educate district employees on the importance of a healthy lifestyle	Continue to individual campaigns that can coincide and be promoted throughout the year with other environmental, wellness team, and other initiatives such as: • Healthy Eating • Heart Month • Cancer • Maintain Don’t Gain	Employee feedback	Increase awareness and use of individual campaigns Continue to provide wellness board materials for wellness teams via the webpage	Continue to evolve programs that are timely and pertinent to the audience. Topics should vary and provide several resources for employees

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Culture of Health: Cultural Norms, Guidelines and Policies					
Health Related Guidelines	75% of food and beverage served at district meetings and staff meetings are in compliance with guidelines set forth by the school board	Begin to establish guidelines that can be used with PTAs, Principal/Administrators, Wellness Teams at various locations	Use surveys and site evaluations Employee feedback	Create policy for individual sites to support a healthy eating environment for staff at their worksites	Continue to establish guidelines across district locations to meet department/location needs
Physical Activity Supports	Create written policy statements or guidelines to be distributed to administrators on ways to incorporate activity breaks in meetings, conferences and classes	Continue to offer recommendations for standing desks, walking meetings, and other meeting norms	Administrator beginning of year survey and/or interview Annual survey of all employees	70% state they feel supported to be physically active in general as a result of employee wellness program opportunities	Continue to work with sites/departments to establish meeting norms, such as movement breaks as part of personal development agendas
Culture of Health	At least 75% of those who take annual wellness program survey (spring 2016) agree somewhat or agree strongly there has been a positive shift in district culture as a result of the wellness program	Ensure initiatives through all categories work to support a Culture of Health. Particular attention should be moved to Wellness Teams and site/location/department specific initiatives, while maintaining core program activities, resources, and benefits.	Annual survey of all employees Observation/Employee Feedback	At least 75% of those who take annual wellness program survey (spring 2016) agree somewhat or agree strongly there has been a positive shift in district culture as a result of the wellness program	Establish survey timing most appropriate for programming and population Cultural Norms: , e.g. “way we do things”, modeling, meeting norms, food norms/expectations – continue to shift the culture through program opportunities and support
Healthy Environment – Staff Lounge	Beginning stages of this recommendation, working with individual schools to promote a healthy culture at work	Create an inviting environment for teachers/staff in lounges at schools and district buildings • Work with principals • Gain support from PTA • Gain support from wellness champions to keep the lounge an inviting area	Surveys Employees feedback Observations	Work with 30% of schools in the district 1 st year, and have all staff lounges finished by 2020	Create healthy environments throughout the district that promote a stress-free place for employees to unwind in the workplace